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QUESTION AND ANSWER LOG

Improving Data Reporting: Support for the Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying -- Investigations, Trainings and Programs (HIB-ITP) Decision Makers' Webinars

December 19 and 21, 2012 and January 11, 2013

Participant questions with answers provided by NJDOE

If you have an HIB investigation in August, where is that counted?

According to statute, EVVRS incidents (including HIB) that occur in the summer are not "counted" in the EVVRS. However, you will still follow your district's code of conduct in handling these incidents with respect to disciplinary action for the offender and support services for the victim. In addition, you must follow the law (ABR) by conducting an investigation and reporting to your governing authority.

Does affirm mean confirmed or does it mean the number of reports submitted and approved by the BOE whether substantiated or not?

Affirmed means that your governing authority agrees with the investigator's determination that the incident met the HIB criteria pursuant to N.J.S.A. 18A: 37-15(e). Only HIB incidents affirmed by your governing authority should be entered in EVVRS.

Do we report only HIB confirmed incidents or all investigations?

The numbers of HIB investigations as well as the number of affirmed HIB incidents are reported in the HIB-ITP. Only HIB incidents that are affirmed by your governing authority are to be reported in the EVVRS

My BOE meeting is on January 17, 2013. Report Period 1 for HIB-ITP is due January 4, 2013...how can they affirm?

You can wait to enter incidents that have not yet been affirmed by your governing authority. On January 4, 2013, submit all affirmed data. After your BOE meeting, you may go back to input additional HIB incidents that have since been affirmed by your governing authority and make changes through the end of the school year up until the Report Period 2 due date. However, after your Report Period 2 data are officially submitted through the certification process, you won't be able to make any further changes.

Approved private schools for students with disabilities (APPSDs) do not need to report twice each year, correct? Last year we reported only one time, at the end of the school year.

APPSDs submit EVVRS data one time each school year in mid July. This year the due date is July 15, 2013. APPSDs do not report HIB-ITP data.

In the EVVRS, if we already report an incident in the first Report Period, does that incident get reported in the second Report Period?

You should only report the incident for the period in which the incident occurred.

Please explain, what exactly is a sex offense without a victim? We thought that when a sex offense or crime is committed there must be a victim and an offender?

For example, perhaps a young or special education student touches him or herself inappropriately in view of others; however, he or she is not intending to humiliate or degrade anyone and he or she does not understand the impact of his or her actions. Thus, there is no victim.

Are we going to receive a copy of this PowerPoint?

The PowerPoint for the webinar is posted on the EVVRS Welcome Pager under “Training Materials.”

Since HIB is no longer part of the violence category is there a different form to use?

Incidents of HIB are still recorded on the Violence, Vandalism and Substance Abuse (VV-SA) form. However, HIB is listed separately on the EVVRS Incident Information Page as a unique category separate from violence.

Is there any more information available about when we will receive the grade for HIB that is required to be displayed on our website?

The Department is developing the program for grading schools and the guidelines. The grade needs to be posted once it is received. No grades have been received to date. We will advise schools via broadcast when ready.

Do we use the "off site program" designation for location when an HIB incident occurs on a school trip or sporting event?

Off-site Program should be used when the program is part of a school but operates at another site and has not been assigned a school code. Off-site School-Sponsored Function should be used for incidents that occur on field trips or sporting events.

When are HIB data due for Report Period 1?

HIB-ITP data are due on January 4, 2013. EVVRS data (including incidents of HIB) are due on January 29, 2013.

Is there a difference between Assault and Assault and Battery?

The EVVRS does not distinguish between Assault and Assault and Battery. It collects the number of assaults that occur and whether a minor or major was involved.

Although incidents over the summer are not reportable, we were instructed to follow the HIB process. When incidents occur off campus, don't they need to show IMPACT to the school environment, which would not be the case over the "out of session" months?

All HIB incidents are to be reported. It is up to the person responsible for the investigation to determine whether an incident meets the criteria of HIB.

If a student is given an out of school suspension for three days and the Program/Services provided is assignments, which location should be checked? I don't think I can check "home" because in parenthesis it says home instruction and home instruction isn't taking place. Would I check "in-school setting" since there are really no other options?

Check "home" because this covers home assignments and home instruction. You would check "in-school setting" if programs/services were provided in school.

Can APSSDs report two times a year so the data doesn't bunch up at the end of the school year?

Yes, APSSDs may enter data throughout the year. Final verification is due on July 15, 2013.

As a 1/2 day (2-1/2 hours per day) school, if we give a special education student an in-school suspension, do we mark it as 1/2 day suspension? The student attends the home school on that day, but has in-school with us.

You can mark that as a .5 day suspension.

Can you distinguish between "certifying," "confirming" and "verifying" HIB data? I seem to hear the terms being used interchangeably.

Bi-annual certification is used for Report Period 1 and Report Period 2 for the HIB-ITP. Confirmation is used for Report Period 1 for EVVRS. Verification is used for Report Period 2 for EVVRS and also refers to the completeness and accuracy of the data reported for the entire school year. The updated EVVRS FAQs, Part VII, Data Verification and Confirmation, defines each of these terms. The EVVRS FAQs are located on the EVVRS Welcome Page.

Regarding the deadline for Report Period 1? Can the deadline be extended beyond the first week of January? It was difficult gathering information upon returning to school after recess.

Your suggestion is appreciated and we will take it into consideration for next year.

In the EVVRS FAQs, it says we must keep a copy of the EVVRS form in both a victim's and offender's file, or alternatively we must tag the file saying that the EVVRS form is kept elsewhere. Is this a state requirement? Is it also required that we send the EVVRS form to another district if a student transfers to another district?

Yes, it is a state requirement. An EVVRS incident report is considered part of a student's educational record and therefore, should be forwarded to the district to which the student transferred.

If you have no incidents to report, is there a place on the report that says, "no incidents to report?"

If you have zero incidents to report, you still must officially confirm your data for Report Period 1. Please follow the directions in the EVVRS User Manual on the EVVRS Welcome page under Part 5: Official Submission. Be sure to print your confirmation page before you exit the system.

Do I report a student with a disability who has been suspended for HIB?

You will only submit one data entry for the suspension of a student with a disability. If the incident is affirmed as HIB, use the VV-SA form and enter the incident in EVVRS using the "Violence, Vandalism, and Substance Abuse (VV-SA) Incident Data" button. If it is a non-EVVRS suspension of a student with a disability because it does not meet the EVVRS criteria, then use the Report of Suspension of Students with Disabilities form and enter the data in EVVRS using the "Suspensions of Students with Disabilities for Other Reasons" button.

I just downloaded the new 2012-2013 forms from your December upload. My campus secretaries are asking me if they need to put all the incidents on the new forms which will take a lot of time since they have been using the old forms.

You can use whatever form you choose as long as it collects all the necessary information. Also, there is additional information collected on the new forms for 2012-13 that will need to be added to any forms already completed. This new information is specified in a document listed under Training Materials on the EVVRS Welcome Page. The title is 2012-13 EVVRS Changes.